

Job Description

Job Title	Van Driver , Waikino School (Vacancy 2)				
Reports to	SENCO, Principal				
Working relationships	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">External</td> <td>Parents, external agencies eg MOE</td> </tr> <tr> <td>Internal</td> <td>SENCO, Class Teachers, School Office manager, Principal</td> </tr> </table>	External	Parents, external agencies eg MOE	Internal	SENCO, Class Teachers, School Office manager, Principal
External	Parents, external agencies eg MOE				
Internal	SENCO, Class Teachers, School Office manager, Principal				
Purpose of the position	To transport Waikino students to and from Waikino School and ensure the health and safety policies are followed.				

Key Responsibilities	Appraisal indicators
<p>Van Driver To maintain the image of Waikino School by being professional, adhering to NZ transport laws and maintaining all documentation, servicing, maintenance and repairs of the Waikino school van</p>	
<p>Health and Safety To follow all policies regarding the use of the school van</p>	
<p>Communication Communicating with parents and with school office manager to ensure students using the van are picked up and dropped off at an agreed place.</p>	

Skills and Abilities
<p>Requirements include:</p> <ul style="list-style-type: none"> ● Highly developed skills and knowledge to efficiently manage van checklists -ICT literacy to enable the use of Google docs ● An ability to work in an independent manner to identify and resolve problems eg planning the van route, maintaining contact with whanau and adapt van lists based on daily changes. ● Initiative and decision making to develop and implement specialist programmes. ● The ability to effectively communicate and relationship build with other L.A's, teachers and parents of van students ● A collaborative approach to teamwork.

Specific Tasks and Duties
<p>Van driver Morning Van run</p>

- 6:55 Check phone reply to messages & transfer to van running sheet
- When you start van check tyres, wipe drivers & front passenger's window & mirrors.
- Pick up children from 7:15-8:45 am during this time at stops you'll need to check the school phone for messages & update run sheet then relay any sick children messages to office staff.
- Transfer any parent pickups or sick children to the after school Bus/Van sheet.

Afternoon Van Run

- Before starting check what numbers you have for each run and make alterations as needed.
- Check off children on the first run before you leave school to make sure you have everyone.
- Drop off at the specified drop off points then head back to school for next run repeat check-off process- making sure you have all children.
- When needed fuel up van and petrol containers for the caretaker.
- Regular checking when wof services etc are needed. Also take to services.
- Organising running sheet & communicating with parents.

Health and Safety

- Maintain a van log of hours/ kilometres per day
- Ensure van is safe by- checking tyres, oil, water and fuel levels daily
- Maintain a P-class licence
- Maintain a zero blood alcohol/ drug level when driving the van

Ensure student safety by-

- always ensuring a person is there to meet them at the agreed point
- Never allow children to cross a road to meet a parent
- Never leave children alone in the van
- Always checking children have seatbelts done up
- Never allow children to hang out of windows

Ensure vans long term safety by:

- Organising regular servicing
- Checking and organising new tyres/ brakes etc as needed
- Reporting to office manager any issues eg breakdown, urgent repair needs or anything else that can cause safety issues

Communication

- Use google docs to maintain a van sheet
- Daily communication with office re children on the van
- The van phone is also the school absentee line
- Always maintain confidentiality of information regarding students
- Keeping a calm, professional demeanour when communicating with parents or students

General responsibility: To adhere to the school's policies and procedures, with particular reference to the Health and Safety policy and the Privacy policy.

Elements of the role <i>(Refer to the 'Levels of Responsibility Table' in the guidance material to determine the overall levels of responsibility associated with this position)</i>						
Level of skill and knowledge	Level	1	2	3	4	<i>(circle one)</i>
Degree of problem-solving ability	Level	1	2	3	4	<i>(circle one)</i>
Degree of freedom to act independently	Level	1	2	3	4	<i>(circle one)</i>
Degree of accountability	Level	1	2	3	4	<i>(circle one)</i>
Level of supervision and/or management	Level	1	2	3	4	<i>(circle one)</i>

Grade/Step:

Employee name

Manager Joanna Wheway

Date